



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OSH PARTNERSHIP ADMINISTRATOR

Job Number: 20000868

Job Code: 33900V160216

Job Group: 3300 - HEALTH INSPECTION

Job Established: 03/16/1999

Job Revised: 02/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administrator of the Voluntary Protection Partnership (VPP) of Kentucky, Construction Partnership Program (CPP) and/or Safety and Health Achievement Recognition Program (SHARP) & Safety Partnership Program (SPP), including overseeing, coordinating, promoting and implementing program strategies, policies and procedures. Serve as both project leader representing the Education and Training Director's Office and as team leader on VPP, CPP and/or SPP workplace interventions. Provides consultative, training and technical services as necessary; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree or an associate degree in occupational safety and health, industrial technology, loss prevention, industrial hygiene, environmental health, engineering technology or a related field.

EXPERIENCE:

Must have five years of experience in occupational safety and health, safety training or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in occupational safety and health, or experience in Voluntary Protection Partnership, Construction Partnership Program and/or Safety and Health Achievement Recognition Program & Safety Partnership Program on-site interventions will substitute for the educational requirements on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates all aspects of VPP, CPP and/or SPP and services offered by the division. Oversees the daily operation of program and works directly with OSH Program Managers when utilizing consultants and other staff members for special project assignments. Assists in formulation, implementation and adherence to program policy and procedures. Reviews industrial safety and health operations involving highly complex technical and operational considerations where applicable and serves as team leader when other staff members are utilized in the project. Schedules work assignments for assigned employees. Writes detailed reports, action plans and/or recommendations for project participation and corrective measures. Attends training seminars and programs. Researches technical publications, materials and literature. Conducts and participates in training sessions, conferences and seminars with labor, management and/or staff. Develops training materials such as pamphlets, programs and booklets. Provides technical and abatement assistance as necessary.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Working conditions vary based on the facilities where evaluations are performed. Travel is required to make physical inspections of business establishments.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.